**PM, GM, & IS 600 CLASS PROJECT PLAN**

**Project Name:** Sourdough Sam’s

**Statement of Work:** A business plan with detailed information systems sections and an adjoining project implementation plan. The business is a healthy fast food restaurant, with dining area and drive-through, that serves fresh bread made in the bakery and all high quality and organic foods. The business venture must be at least $300,000 and take at least 6 months. The business plan should include marketing, operations, and finance sections. The information system section must be detailed as well as integrated into the business plan sections and the project implementation plan. The project plan should include all necessary project management documents and the completion day is one month after the Grand Opening when the closeout meeting is held. Additionally, all members of the team will contribute to the class presentation for a total of 20 minutes. The final written plans and presentation are due 6/20/11.

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| **Communication Plan** | |
| **Meetings** | We will meet each Monday from 6 to 9:30 pm during class time, through June 13th. We will also schedule more meetings as needed, for a total of at least 2 a week.  Mandalyn will send out an agenda at least one day before each meeting. At the end of each meeting, we will schedule the next meeting. Mandalyn will also send out the meeting minutes no later than the day after each meeting.  The minutes will include meeting notes and new tasks assigned to each team member. |
| **WikiSpaces** | Every document should be put on Wikispaces by the person who is responsible for the document. The professor will be looking at this to see if we are on the right track. However, if you want a specific person to see it, please email it to them. |
| **Email** | Email is our main mode of communication. Please use it to exchange documents and to communicate with the team. Emails should be answered within one day. If it is more urgent, use the phone. |
| **Phone** | Everyone’s contact information is on the home page of our Wikispace. It includes best times to call. When something is best talked out or is urgent, please call or text the person you need to talk to, instead of waiting for them to check their email. |
| The GM team is responsible for the business plan and the business idea. The IS team is responsible for the IT part of the project. And the PM is responsible for the project plan. But they all need to consult and inform all members of the team about all parts of the project because they are very reliant on each other. Refer to the RACI chart. | |

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| **Accountability Assignment Matrix** | | | | | | | |
|  | **Tina** | **Lyndee** | **Jonathan** | **Mandalyn** | **Michael** | **Hung** | **J.Hootman** |
| **Business Plan** |  |  |  |  |  |  | C |
| **Operations** | R | C | C | I | I | I | C |
| **Marketing** | C | R | C | I | I | I | C |
| **Finance** | C | C | R | I | I | I | C |
| **Project Plan** | C | C | C | R | C | C | C |
| **Information Systems** | C | C | C | I | R | R | C |
| **Final Paper** | A | A | A | A | A | A | I |
| **Presentation** | A | A | A | A | A | A | I |
| **Key:** | | | | | | | |
| R = Responsible, the person assigned to do the work.  A = Accountable, the person who make the final decision and has the ultimate ownership.  C = Consulted, the person who must be consulted before a decision or action is taken.  I = Informed, the person who must be informed that a decision or action has been taken. | | | | | | | |
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| **RISK PLAN** | |
| **Risk** | **Plan** |
| Something won’t be finished on time. | Have early deadlines. |
| Information won’t be available. | Make up somewhat realistic numbers, etc. |
| A team member doesn’t contribute. | Refer to charter. |
| Someone is sick on presentation day. | Everyone knows the entire plan. |

**QUALITY PLAN**

Our plan to ensure quality is:

1. To work together to ensure that everyone understands what is expected of them.

2. To have early deadlines that allow for the entire team to read and edit each part.

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| **Gantt Chart** | | |
| **Tasks** | **Due Date** | **Resource** |
| **Project Plan** | | |
| Create Class Wiki | 5/3/11 | Mandalyn |
| Turn in Class Charter on Wiki | 5/8/11 | Mandalyn |
| *Class* *Project Rough Draft Outlined* | 5/11/11 | Mandalyn |
| *Class* *Project Rough Draft Tweaked* | 5/11/11 | Mandalyn |
| Preliminary Plan Outline | 5/11/11 | Mandalyn |
| Present Equipment Cost Findings | 5/11/11 | Mandalyn |
| Search for New Meeting Place | 5/11/11 | Mandalyn |
| *Class* *Project Finished Plan Emailed to Team* | 5/16/11 | Mandalyn |
| Preliminary Project Plan | 5/16/11 | Mandalyn |
| Written Project Plan Rough Draft | 5/30/11 | Mandalyn |
| Present Final Written Project Plan to Team | 6/6/11 | Mandalyn |
| Present Final Project Plan Presentation to Team | 6/6/11 | Mandalyn |
| Give Edited Written Project Plan to GM Team | 6/13/11 | Mandalyn |
| Edited Project Plan Presentation Finished | 6/13/11 | Mandalyn |
| **Give Final Presentation in Class** | 6/20/11 | Mandalyn |
| **Business Plan** | | |
| Create GM Team Charter, email to Mandalyn | 5/2/11 | GM Team |
| Present Marketing Rough Draft in Meeting | 5/11/11 | Lyndee |
| Present Finance Rough Outline in Meeting | 5/11/11 | Jonathan |
| Present Operation Rough Outline in Meeting | 5/11/11 | Tina |
| Bring Restaurant Layout to Meeting | 5/11/11 | Tina |
| Search for New Meeting Place | 5/11/11 | Jonathan |
| Present Final Written Business Plan to Team | 6/9/11 | GM Team |
| Email Final Paper to All for Final Approval? | 6/16/11 | GM Team |
| Put Together All Sections, Edit, Format, Bind | 6/17/11 | GM Team |
| Put Together All Parts of Power Point? | 6/17/11 | GM Team |
| **Turn in Final Written Business Plan** | 6/20/11 | GM Team |
| **Give Final Presentation in Class** | 6/20/11 | GM Team |
| **Information Systems** | | |
| Create IS Team Charter, email to Mandalyn | 5/6/11 | IS Team |
| Present IT Systems Idea to Team in Meeting | 5/11/11 | IS Team |
| Present Final Section/Paper to Team | 6/6/11 | IS Team |
| Give Final Edited IS Section to GM Team | 6/13/11 | IS Team |
| Give Final Edited IS PP Section to GM Team? | 6/13/11 | IS Team |
| **Give Final Presentation in Class** | 6/20/11 | IS Team |